

PALO PINTO APPRAISAL REVIEW BOARD (ARB)

Hearing Preparation & Attendance Guide

Be prepared to present your case on your scheduled hearing date. *Informal reviews are not available on the day of an ARB hearing*

IMPORTANT INFORMATION

- All evidence becomes part of the ARB's permanent record and will not be returned.
 - If using electronic devices, you must provide a copy (CD, flash drive, or printed) before the hearing.
 - Evidence will NOT be accepted from cell phones—printed copies are required.
 - You must provide your own interpreter if needed.
 - Any individual or authorized representative with more than 2 properties should choose option 1 or 3.
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HEARING OPTIONS

OPTION 1 – IN PERSON

- Bring 6 copies of all evidence (2 copies for photos).
 - Results will be sent by certified mail.
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OPTION 2 – TELEPHONE

Before the Hearing

- Notify ARB at least 5 days prior *without* an authorized representative or 10 days *with* an authorized representative. .
- Submit evidence at least 3 days prior:
Email: arb@palopintocad.org
Mail: PO Box 250, Palo Pinto, TX 76484
- Include notarized Comptroller Form 50-283 (Affidavit of Evidence).

Day of Hearing

- Call 940-659-1281 - 10 minutes before your scheduled time.
 - ARB will call you when ready.
 - If you don't call in: ARB reviews submitted evidence only.
 - If no call AND no affidavit: protest dismissed.
 - Results sent by certified mail.
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OPTION 3 – SWORN WRITTEN AFFIDAVIT

- Submit evidence at least 3 days prior (email or mail above).
- Include notarized Form 50-283.
- ARB decision based only on submitted evidence.

Examples of Evidence

- Appraisals | Closing statements | Photographs | Repair estimates
 - Results sent by certified mail.
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ADDITIONAL ASSISTANCE

Visit: www.isouthwestdata.com

1. Select *Palo Pinto Appraisal District*
2. Select *Protest Process*
3. Select *How to Present Your Case at the ARB Hearing*

CONTACT INFORMATION

ARB Coordinator (rescheduling & procedures)

Email: arb@palopintocad.org

Appraisal District Staff (values or exemptions)

Phone: 940-659-1281

NOTICE

This is a quick reference guide only. Refer to your official ARB Hearing Notice for full procedures.
